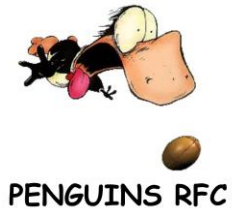




# Roles and Responsibilities



## Treasurer/Secretary

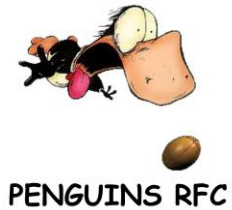
### Role/Responsibilities

1. Reconcile bank statements- receipts to expenditures; deposits to incoming security proceeds; membership dues to deposits from SportEngine, and create a monthly report to be sent to executive and to be made available to the membership on demand/request.
2. Manage the cheque ledger and receipt books and maintain communication and monthly updates with logistics, vice president of men, vice president of women to ensure that related transactions are accounted for and reconciled.
3. Accept all e-mail money transfers on behalf of the club email, [penguins.rfc@live.com](mailto:penguins.rfc@live.com); and be able to add those credits to the monthly tabulated totals of incoming funds. Should there be a need for incoming email transfers as a method of payment for fees for a tournament, be the point of contact to receive the funds on behalf of the club. Email transfer confirmation will serve to member as receipt; if insufficient, treasurer will issue paper based receipts on behalf of the club for received funds by email transfer.
4. Issue cheques for Gas Reimbursement program, collecting reimbursement forms from VP Men's/Women's/other Executive members who have validated the forms, and track the outgoing costs to monitor the spending to the annual budget for gas allotment.
5. Keep minutes at executive meetings, and make available for review by president in timely fashion so that he may make available to membership following meetings. This includes AGM, EGM and all meetings held between executive, encompassing any additional information pertinent for executive to communicate to the membership. To aid in the communication of information from the executive to the membership at large.
6. Working with executive to ensure the future sustainability of the club and future ventures' financial success, including working with projected injection of funds from youth program, visions for helping fund rugby for less fortunate penguins, the possibility of centralized travel, clubhouse dreams etc. Building projected budgetary guidelines and forming the plans to getting to achieving the goals of the team within reason while maintaining necessary and obligatory spending and costs at a reasonable level for players. (AKA, keeping with the mission statement to maintain affordable rugby in the Lakeland area)





## Roles and Responsibilities



### Qualifications

1. Knowledgeable and experienced with maintaining financial statements.
2. Organized and motivated to take on the task of maintaining financial recordkeeping and developing an ever changing plan of action to fund an evolving group of highly motivated, driven athletes.
3. Proficient in written communication – the ability to take notes and minutes at meetings, edit and distribute to membership.
4. Able to work collaboratively in a group setting to support a growing establishment with multi levels and diverse needs.
5. Time demands - In season –  
1 hour minimum per week to dedicate to reconciling expenditures if needed, gas reimbursement forms, issuing cheques.  
Time to check the penguins bank account for incoming emails as needed  
1 hour per month for reconciling bank statement and inputting to spreadsheet.  
Executive meeting attendance, an in addition to; an hour plus to prepare and edit the meeting minutes for distribution.

### Measures of Success

Information is readily accessible to present to membership upon request with full transparency of expenditures made by the executive. Minutes from meetings available within a week of all meetings, reviewed by president and posted to the Google drive account for membership availability.

Budget balanced monthly in a timely fashion – within one week of the following month, or discrepancies followed up on within that time frame. Posted to the Google drive account within appropriate timeline. All monies accounted for – aim for \$5000 in account at end of 2017 season (December 2017)

